Command/Organization Name

Note: Use Command/Organization Seal; place where Joint Staff seal is located on this master slide

Worldwide Joint Training Conference 2004

Title of Brief (not required)

Date

Name/Rank of Briefer
J-Code/Office

Admin Notes: Number slides in lower/right corner; date of brief in

CLASSIFICATIO

WJTC 04 Briefs

Joint Staff/J-7/JTB Guidance on Command/Organization Briefs

- Request all Commands and Organizations use the Example Cover Slide format for their briefs
- There is no designated format for general and informational briefs
- If commands/organizations are going to brief specific issues relative to the Joint Training System, T2, DRRS, etc, then the format on the following slide should be used. Using a single format will make it easier for the WJTC 04 Recorders to capture issues and have them ready for the Breakout Sessions on 1 September
- Each slide should be numbered.
- Recommend commands/organizations “Insert” the auto date feature so the JS/J-7/JTB action officers can clearly determine the most current brief

Issues Format– WJTC 04

<u>04PACOM01</u>: State the issue here; issue numbering is: 04 – the current FY; PACOM – the submitting command; 01 – the sequential number for the command/organization issues

<u>Discussion</u>: Provide a clear and concise discussion of the issue

<u>Impact</u>: State how this issue impacts joint training

<u>Submitted By</u>: Provide the Command/Organization Office (e.g., J37) and POC name/Rank, telephone number and NIPRNet email address

<u>Endstate</u>: State your command's/organization's endstate that will remediate the adverse impacts of this issue